

# Recruiting and Onboarding in a Virtual or Hybrid Environment

# Presenter Panel



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“There is no back to go to. Only forward.”

*Amy C. Edmonson, The Fearless Organization*

# Business Trends

Flexible Work  
Environment

Humanization of the  
Workforce

Employee Well-Being  
Takes Center Stage

Purpose Accelerates

# Recruiting



# Diversity and Job Seekers

“A full two-thirds (**67 percent**) of active and passive job seekers said that a diverse workforce is an important factor when evaluating companies and job offers.”

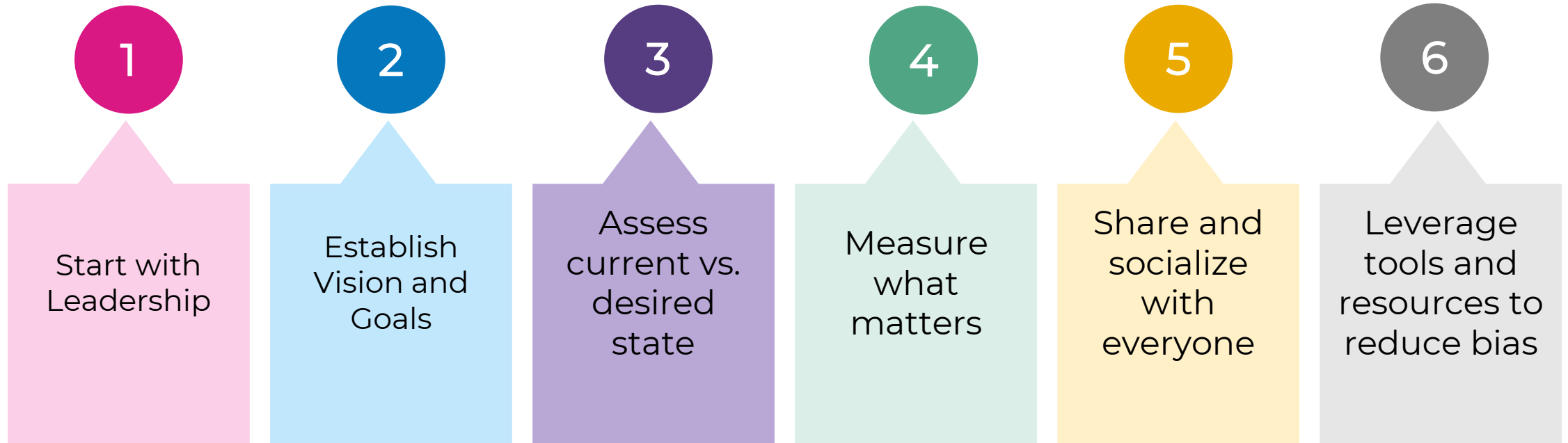
~ Glassdoor

# Agile Recruiting

- Individuals and interactions over processes and tools
- Include cross functional partnerships
- Practice participative leadership
- Use retrospectives to iterate, fail fast and learn
- Resist gravitating to the pull of the past



# Recruiting - Call to Action





# Onboarding

# Engage New Hires Early

- Send a welcome care package with company “swag”
- Encourage informal, short “get to know you” videos
- Send a handwritten note from the CEO or department leader
- Arrange introductions to employees in various departments and levels within the organization
- Host an employee social hour
- Implement a “buddy” system or mentorship program
- Encourage interaction through technology

# New Employee Onboarding Journey Map

New Hire		Work Group/Direct Manager:				Goals: Orientation, assimilation, rapid start to productivity			
Pre-Day1		Day1		Week1		Month1		Month 2 – 6+	
Activity	Owner	Activity	Owner	Activity	Owner	Activity	Owner	Activity	Owner
Call new hire	Hiring Manager	Introductions	Manager/HR	Company strategy, values, culture	HR/Manager				
Send company SWAG	Human Resources	Lunch or virtual gathering	Manager	Goals, roles & responsibilities	Manager				
Send computer if remote	IT	New hire paperwork	Human Resources	Manager 1:1 check-ins, feedback	Manager				
		Meet "Buddy"	Teammate	Cross-functional introductions	Senior Leadership + Mgrs of other work groups				
		Intro to team & company communication systems	Buddy + Team						
<b>Employee should:</b> Know logistics, agenda and contacts for day 1, any required preparation  Feel welcomed by manager/company and prepared for first day		<b>Employee should:</b> Know their "Buddy", have met teammates, know where to learn about company activities and team communication systems  Feel welcomed by their new team, able to connect with teammates		<b>Employee should:</b> Understand company business, role of work team, role of employee and how they contribute to company's success.  Feel part of a team, focusing on clear common goals					

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# Wrap Up

- Connect on a human level
- Embed DE&I into your company's value system
- Tailor processes to your organization
- Adapt agile ways of working
- Establish goals and metrics you want to track







Questions?

# TriNet Resources Available



- Recruiting and Onboarding E-Guide
- Onboarding Checklist
- Journey Map Template
- DEI Support

Thank you!